

SPECIAL BULLETIN

OFFICE OF TRAINING



No. 9-64

6 May 1964

TO: Agency Training Officers

REQUESTS FOR AMERICANS ABROAD ORIENTATION

The Americans Abroad Orientations (AAOs) are scheduled as far as possible to fit the needs and schedules of the requesting offices. The Area Faculty of the OTR Language and Area School has usually been able to honor requests for the orientations on very short notice and for very small groups. However, and particularly at this time of year, "crash" requests frequently result in an overburdened instructor staff and dilution of the course content beyond the point where all personnel can receive the essential training in accordance with [REDACTED]

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In the future, the Area Faculty will continue to handle requests on short notice if it can. However, OTR will not guarantee to present a requested AAO on less than two week's notice.

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Training Officers are urged to plan ahead and to consult with [REDACTED] Chief of Area Training, extension 3477, so that registrations for a given area orientation can be combined into the smallest number of briefings.



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